



Defense Acquisition University

STANDARDIZATION DOCUMENTS

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Outline

- **Standardization**
- **Standardization Documents**
 - Non-Government Standards (NGS)
 - Specifications
 - Commercial Item Descriptions (CID)
 - General Specifications
 - Specification Sheets
 - Federal Specifications
 - Defense Specifications
 - Standards
 - Federal Standards
 - Defense Standards
 - Defense Handbooks
 - Guide Specifications/Specification Guides



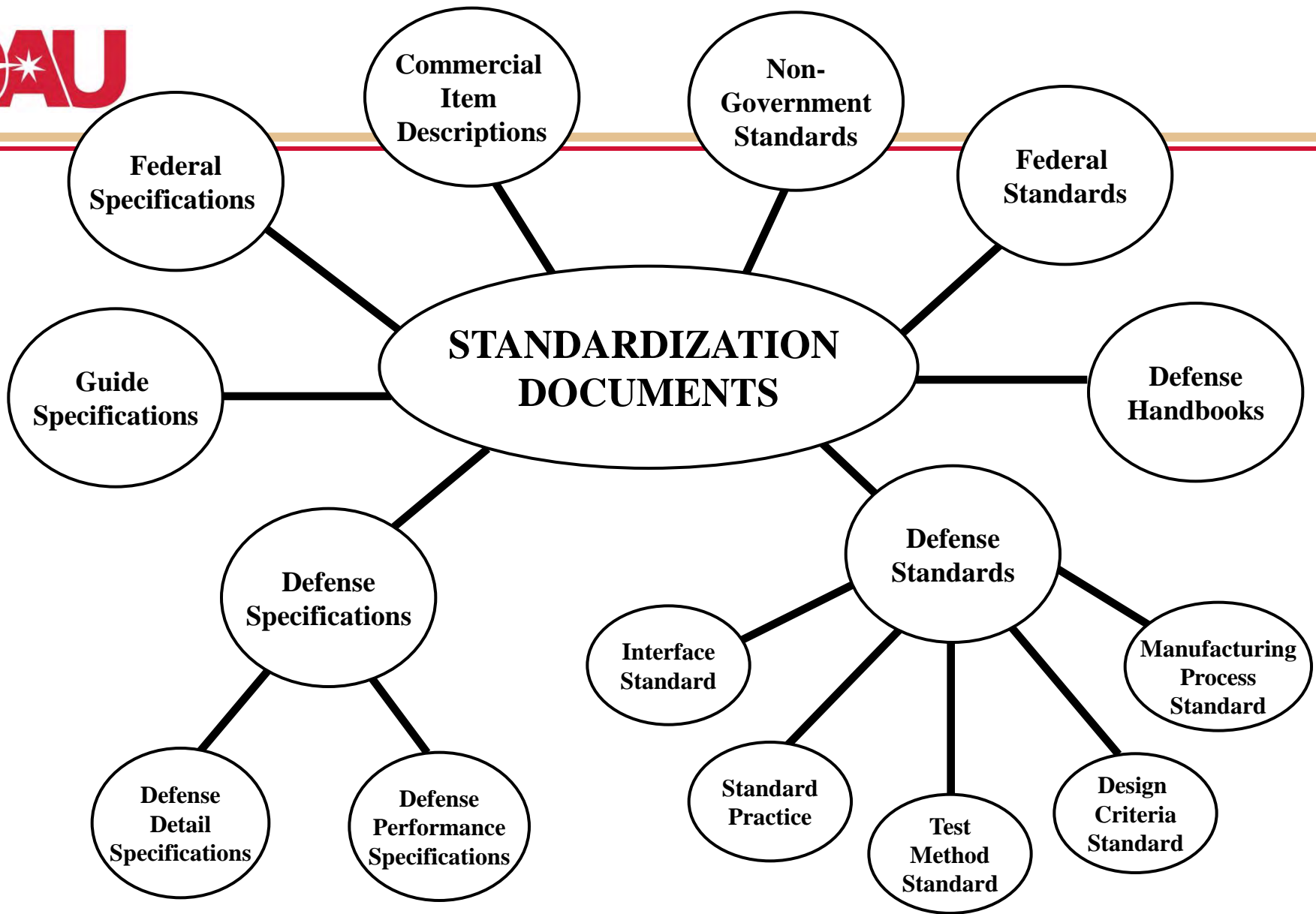
STANDARDIZATION

- The process of developing and agreeing on (by consensus or decision) uniform engineering criteria for products, processes, practices, and methods for achieving compatibility, interoperability, interchangeability, or commonality of materiel.



STANDARDIZATION DOCUMENTS

- A generic term for a document used to standardize an item of supply, process, procedure, method, data, practice, or engineering approach. Standardization documents include Defense Specifications, Standards, and Handbooks; Federal Specifications and Standards; Guide Specifications; CIDs; and NGSs.





NON-GOVERNMENT STANDARDS

Definition

A national or international standardization document developed by a private sector association, organization, or technical society that plans, develops, establishes, or coordinates standards, specifications, handbooks, or related documents. This term does not include standards of individual companies. Non-Government standards adopted by the DoD are listed in the ASSIST database.

Intended Use

- P.L. 104-113 and OMB Circular A-119: Voluntary Consensus Standards (NGS in DoD) shall be used whenever practicable in satisfying the Government's needs
- Products and practices that are used within the private sector and for which the private sector has reached consensus for a set of common requirements



NON-GOVERNMENT STANDARDS

Adoption Policy

- NGS may be used without adoption
- Adoption provides for listing in ASSIST database
- Adopting Activity is responsible for developing a single DoD position for an NGS and issuing a Notice of Adoption
- All future revisions to an NGS are considered to be adopted unless the DoD makes a definitive withdrawal of interest

What DoD looks for

- Balance
- Openness
- Consensus
- Resolution process
- Ability to accommodate unique requirements
 - Appendices
 - Types or Classes
 - “When specified” requirements



NON-GOVERNMENT STANDARDS

Format Guide

Each Non-Government Standards Body (or Standards Developing Organization) has developed criteria which is adhered to in the development of their documents

Identification and Format

- Varies depending on NGSB (or SDO)
- **SES-1 Recommended Practice for Designation and Organization of Standards** establishes minimum criteria for effective document management



SPECIFICATIONS

Definition

- A document prepared to support acquisition that describes the essential technical requirements for purchased materiel and the criteria for determining whether those requirements are met.

Intended Usage

- Used for buying materiel when it has been determined that standardization is required.
 - Non-Government Standards
 - Commercial Item Descriptions
 - Federal Specifications
 - Defense Specifications



SPECIFICATIONS

- Coordination

- Coordinated: Document has been staffed across multiple Federal Agencies (Federal documents) or Military Departments or Defense Agencies (DoD documents)
- Limited Coordination (DoD only): Document interest for staffing is within a single Activity, Department, or Agency
- Interim: Document is required on a short-lead time so it is not fully staffed across all activities with interest prior to approval. These are approved for two years only and must be replaced with the appropriate degree of coordination within that two year window.



COMMERCIAL ITEM DESCRIPTION (CID)

Definition

An indexed simplified product description, managed by GSA, that describes by function, performance, or essential physical requirements, the available, acceptable commercial products that will satisfy the government's needs.

Intended Usage

- Used to describe existing products that meet the Government's needs, are used commercially, and do not have adequate private sector interest to support the development of an NGS
- Should **not** be used to encourage the development of new or unique products for Government usage
- Examples: Motorcycles, syringes



COMMERCIAL ITEM DESCRIPTION (CID)

Format Guide

- Federal Standardization Manual, Chapter 4

Identification

- A-A-#####
- ##### assigned by GSA for Civilian Agency Preparing Activities
- ##### assigned by ASSIST for DoD Preparing Activities

Format

- Scope
- Classification (if applicable)
- Salient Characteristics
- Regulatory Requirements (if applicable)
- Product Conformance Provisions
- Packaging
- Notes



GENERAL SPECIFICATION

Definition

A specification prepared in the six-section format, which covers requirements and test procedures that are common to a group of parts, materials, or equipments and is used with specification sheets.

Intended Use

- Used for families of items that have similar requirements, but with differing values for specific characteristics
- For commercial items, may have a General CID



GENERAL SPECIFICATION

Format Guide

Same as for Commercial Item Descriptions, Federal Specifications, or Defense Specifications as applicable.

Identification

Same as for Commercial Item Descriptions, Federal Specifications, or Defense Specifications as applicable.

Format

Same as for Commercial Item Descriptions, Federal Specifications, or Defense Specifications as applicable.



SPECIFICATION SHEETS

Definition

A document that specifies requirements and verifications unique to a single style, type, class, grade, or model that falls within a family of products described under a general specification.

Intended Usage

- Used to describe the unique requirements for a specific item covered by a General Specification or General CID
- Used with General Commercial Item Descriptions and General Federal and Defense Specifications for buying a particular type, class, model, etc. of an item



SPECIFICATION SHEETS

Format Guide

- Federal Standardization Manual, Chapter 5, Part 10 for Federal Specifications and Commercial Item Descriptions

Identification

- Each specification sheet for a General Specification is identified using the document identifier for the General Specification followed by a slash (/) and a unique, sequential number
- A-A-12345/15, QQ-S-12345/5, MIL-PRF-12345/8

Format

- Tabular or graphic listing of unique requirements.
- Specification Sheets for Defense Specifications may have the six-section format of a Dense Specification



FEDERAL SPECIFICATIONS

Definition

A specification issued or controlled by the GSA for commercial or modified commercial products, which contains requirements or tests too extensive to be suitable for a CID.

Intended Usage

- Used for products that are used primarily for non-military Governmental purposes
- Products modified from typical commercial application to meet Government unique requirements
- Examples: Tools, Paint, Office Supplies



FEDERAL SPECIFICATIONS

Format Guide

- Federal Standardization Manual, Chapter 4

Identification

- Product Group Code – Single Capital Letter – Number assigned by GSA
- Interim Federal Specification Identification: Same as for Federal Specification except that number is preceded by “00” and the Preparing Activity code is placed in parentheses following the document number
- Examples: BB-F-12345;
BB-F-0012345A(GSA-FSS)

Format

1. Scope and Classification
2. Applicable Documents
3. Requirements
4. Quality Assurance Provisions
5. Packaging
6. Notes



DEFENSE SPECIFICATIONS

Definition

A document that describes the essential technical requirements for purchased materiel that is military unique or substantially modified commercial items.

Intended Usage

- Used for products that are used primarily for military purposes
- Parts and components that are used across multiple items of supply
- Examples: Specialized fasteners or electronics; Military decorations, insignia, and awards



DEFENSE SPECIFICATIONS

Performance Specification

A performance specification states requirements in terms of the required results with criteria for verifying compliance, but without stating the methods for achieving the required results. A performance specification defines the functional requirements for the item, the environment in which it must operate, and interface and interchangeability characteristics.

Detail Specification

A specification that specifies design requirements, such as materials to be used, how a requirement is to be achieved, or how an item is to be fabricated or constructed. A specification that contains both performance and detail requirements is still considered a detail specification.



DEFENSE SPECIFICATIONS

Format Guide

MIL-STD-961

Identification

- Performance Specification
 - MIL-PRF-#####
- Detail Specification
 - MIL-DTL-#####
- Limited Coordination Specifications
 - MIL-PRF-##### (SD-1 Code)
 - MIL-DTL-##### (SD-1 Code)
- Interim Specifications
 - MIL-PRF-00##### (SD-1 Code)
 - MIL-DTL-00##### (SD-1 Code)

Format

1. Scope
2. Applicable Documents
3. Requirements
4. Verification
5. Packaging
6. Notes



STANDARDS

Definition

A document that establishes uniform engineering or technical criteria, methods, processes and practices.

- Non-Government Standards
- Federal Standards
- Defense Standards

Intended Usage

- Used when there is a benefit to having a common set of technical requirements (i.e., not administrative or managerial) for criteria, methods, or practices across a community of users
- Examples: Test Methods, Interfaces



FEDERAL STANDARD

Definition

A standard issued or controlled by the GSA that is mandatory for use by all Federal agencies.

Intended Usage

- Technical (i.e., not administrative or managerial) processes and practices that are used across the Federal Government and for which the private sector does not have interest in developing a document
- Example: Colors



FEDERAL STANDARD

Format Guidance

Federal Standardization
Manual, Chapter 7

Identification

FED-STD- #####

Format

1. Scope
2. Referenced Documents
3. Definitions
4. General Requirements
5. Detailed Requirements
6. Notes



DEFENSE STANDARD

Definition

A document that establishes uniform engineering and technical requirements for military-unique or substantially modified commercial processes, procedures, practices, and methods.

Intended Usage

Defense Standards are used to document consensus requirements for

- Interfaces,
- Test Methods,
- Standard Practices,
- Design Criteria, or
- Manufacturing Processes

that are essentially unique to the military



DEFENSE STANDARD

Format Guide

MIL-STD-962

Identification

- Defense Standard
 - MIL-STD-#####
- Limited Coordination
 - MIL-STD-##### (SD-1 Code)

Format

1. Scope
2. Applicable Documents
3. Definitions
4. General Requirements
5. Detailed Requirements
6. Notes



DEFENSE HANDBOOK

Definition

A guidance document containing standard procedural, technical, engineering, or design information about the materiel, processes, practices, and methods covered by the Defense Standardization Program.

Intended Use

- Used to provide useful information and guidance to users of the document
- Maintain lessons learned
- Examples: Guidance for application of a technology; Lists of options



DEFENSE HANDBOOK

Format Guide

MIL-STD-967

Identification

- Defense Handbook
 - MIL-HDBK-####
- Limited Coordination
 - MIL-HDBK-##### (SD-1 Code)

Format

1. Scope
2. Applicable Documents
3. Definitions
 - Variable, as many or as few additional sections as required

Last Notes



GUIDE SPECIFICATION

Definition

A document that provides templates of requirements and verification statements that are commonly used in defining types of systems, subsystems, assemblies, or equipment. The specific values and criteria for each requirement must be individually determined and tailored to make the requirements relevant for a specific application. Guide specifications are also known as specification guides.

Learn. Perform. Succeed.

Intended Usage

- Used as a template in developing a specification for a specific model of a system, subsystem, assembly, etc.
- Establishes a common format for specifications for different models of a type.
- Examples: Crew systems; Aircraft turbine engines

Identification

- Guide Specification XXGS-#####
- Specification Guide JSSG-#####



Document Status

- **Active**
 - Document is needed and reflects current technology and policy
- **Inactive for New Design**
 - Document does not reflect current technology and should not be used for developing new products, but it is required to support legacy systems
- **Cancelled**
 - Document is no longer required to support Defense Acquisition



Changes to Documents

- **Technical Changes**
 - **Major Technical Changes**
 - **Either cumulative total of changes or impact of change**
 - **Minor Technical Changes**
 - **Short changes or no significant impact**
- **Administrative Changes**
 - **Change in Document Status**
 - **Active, Inactive for New Design, Cancelled**
 - **Administrative Notices**
 - **For classified documents, where to submit release requests and identify information that must be included in the request.**
 - **To change administrative information not affecting the technical content .**



CHANGES TO DOCUMENTS

Type of Change	Major Technical	Minor Technical	Administrative
Commercial Item Description	Revision	Revision	Notice (Cancellation, Inactive for New Design, Reactivation, Reinstatement, Administrative)
Federal Specification	Revision	Amendment**	Notice
Defense Specification	Revision	Amendment*	Notice
Federal Standard	Revision	Change Notice**	Notice
Defense Standard	Revision	Change*	Notice
Defense Handbook	Revision	Change*	Notice

* Amendments and Changes to Defense Documents have changes identified in a re-issuance of the document.

** Amendments and Change Notices to Federal Documents are separate documents.

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Summary

- **Each type of standardization document has an intended purpose and application**
- **The format of a standardization document supports its intended use**
- **Use of the correct type of standardization document enhances standardization and improves acquisition effectiveness.**



Questions?

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